

PHA Plans-

5 Year Plan for Fiscal Years 2008 - 2012
Annual Plan for Fiscal Year 2008

Columbia Housing Authority
201 Dyer Street
Columbia, TN 38402-0115

TN046v01

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Columbia Housing Authority

PHA Number: TN046

PHA Fiscal Year Beginning: (01/2008)

PHA Programs Administered:

☐ **Public Housing and Section 8**

☐ **Section 8 Only**

☒ **Public Housing Only**

Number of public housing units:

Number of S8 units:

Number of public housing units: 296

Number of S8 units:

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☒ PHA website

☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2008 - 2012
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)
The Columbia Housing Authority mission is to provide affordable housing that is safe and attractive while offering outstanding services to improve the quality of life for our residents and the community.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
 - ☐ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☒ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:
 - ☒ Provide or attract supportive services to improve assistance recipients' employability:
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

The goals and objectives adopted by the COLUMBIA HOUSING AUTHORITY are:

Goal One: Become Choice Provider of Affordable Housing

CHA is rapidly becoming the choice provider of affordable housing. The reason is three-fold: a new management team committed to quality service and performance, greater resident services that focus on improving the housing and individual quality of life of our residents; and a firm commitment to transform our neighborhoods into safe and attractive communities by upgrading our properties and expanding housing opportunities.

Strategic Objectives:

1. Implement a Property Based Management System for all CHA Properties
2. Improve Agency Performance Status by increasing our Public Housing Assessment System (PHAS) score as measured by HUD using standardized industry measures: Maintenance, financial controls, physical conditions, rental collections, internal organizational and construction management
3. Transform Properties through visible building improvements and energy efficient upgrades
4. Improve the Community Image and Perception of CHA

Goal Two: Improve Long-Term Financial Control

CHA is identifying and managing operational costs to offset funding cuts by HUD. It is important that all resident and maintenance services remain viable and cost efficient to allow CHA to continue its quest to improve our agency's financial status. Several strategies will be used so that we comply with the Property Based Financial Management system being implemented by HUD to help agencies streamline key operations on a property based level.

Strategic Objectives:

1. Implement Asset and Property Based Budgeting and Management beginning 2008
2. Increase PHAS scores in financial assessment by increasing reserves and reducing routine expenses
3. Implement Energy Performance Contract with Honeywell to save over \$100,000 annually
4. Investigate entrepreneurial activities through non-profit partners and resident owned businesses

Goal Three: Advance Workforce Development and Performance Standards

CHA's ability to accomplish all proposed strategies is non-existent and impossible without its valuable Board of Commissioners and employees. This specific strategy addresses our obligation to improve individual employees' knowledge, skills, and abilities; recruit, select, and retain the right people with the right skills doing the right job for CHA; and a systematic method of measuring employee performance through monthly objectives. Also, to remain committed to providing pertinent and necessary information to the Board of Commissioners and staff so that valuable communication can be achieved by all the appropriate levels of our great organization.

Strategic Objectives:

1. Strengthen internal communication and value teamwork through the agency among departments
2. Strengthen employee skill sets through training and analyzing job performance
3. Evaluate relevant trends observed by employees to increase operational efficiency by CHA

Our 2008 Annual Plan is lead by our Strategic Plan that identifies key goals and objectives that will enable us to accomplish our mission. The CHA board, management, staff, and residents must remain focused and committed to meeting the strategic objectives for Columbia Housing Authority (CHA) to be successful. Our strategic theme is "It's A New Day and A New Way at CHA."

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan provide a blueprint for the accomplishment of our goals and objectives as supported by the CHA Board of Commissioners, employees, and residents.

The following are a few highlights of our 2008 Annual Plan.

- We have adopted local preferences. Families who are working, elderly, disabled, or displaced will be offered housing before other single persons.

- We have adopted an aggressive screening policy to ensure that to the best of our ability all new admissions will be good neighbors and residents. Our screening practices meet all fair housing and fair credit reporting requirements.
- We have established a minimum rent of \$50.00. We are recommending that our flat rents be increased for all our public housing communities.

Columbia Housing Authority has entered into a 12 year Energy Performance Contract with Honeywell in the amount of \$1,187,939. This energy savings agreement guarantees an annual savings through the installation of various water and energy saving equipment.

Also, Columbia Housing Authority has expressed interest in the possibility of entering into a Capital Fund Financing Leverage Agreement with an approved provider. The agency is currently utilizing the services of the Fannie Mae Capital Fund Modernization Express Program. However, the agreement has not been finalized at this time. These new opportunities will allow our agency to improve our affordable housing portfolio while saving money through more efficient operations.

In summary, Columbia Housing Authority has taken the necessary steps to ensure that this Agency Plan is consistent with the approved State of Tennessee Consolidated Housing Plan.

The 2008 Agency Plan outlines a comprehensive approach toward the Columbia Housing Authority becoming the choice provider of exceptional affordable housing services for the City of Columbia and Maury County located in Tennessee.

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Columbia Housing Authority has completed this FY 2007 Agency Plan in consultation with CHA residents and the local community. The Resident Advisory Board reviewed the plan and a Public Hearing was conducted on September 20, 2007.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration (**Attachment A**)
- ☒ FY 2008 Capital Fund Program Annual Statement (**See Attachment I**)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY 2008 Capital Fund Program 5 Year Action Plan (**See Attachment J**)
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan

- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **(See Attachment C-1)**
- ☒ Other (List below, providing each attachment name)
- Attachment B – Definition of Substantial Deviation**
- Attachment C – Membership of Resident Advisory Board**
- Attachment D – Resident Membership of the PHA Board of Commissioners**
- Attachment E – Organizational Chart**
- Attachment F – Progress Statement in meeting the 5-Year Mission and Goals**
- Attachment G – Pet Policy**
- Attachment H - Description of Implementation of Community Service Requirement**
- Attachment I – Capital Fund Performance and Evaluation Reports**
- Attachment J – Violence Against Women Policy**
- Attachment K – Asset Management Plan COCC Overview**
- Attachment L – Certifications and Supporting Documentation**

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall*	Afford- ability	Supply	Quality	Access- ability	Size	Locatio n
Income <= 30% of AMI	1,169	4	2	NA	NA	NA	NA
Income >30% but <=50% of AMI	828	4	2	NA	NA	NA	NA
Income >50% but <80% of AMI	1,050	4	1	NA	NA	NA	NA
Elderly	603	4	2	NA	NA	NA	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity/B	985	4	2	NA	NA	NA	NA
Race/Ethnicity/W	1,860	4	2	NA	NA	NA	NA
Race/Ethnicity/H	150	NA	NA	NA	NA	NA	NA
Race/Ethnicity/O	62	NA	NA	NA	NA	NA	NA

* Source: CHAS Data, Columbia Tennessee Jurisdiction Area, 2000 Census

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s **State of Tennessee**
Indicate year: **2000**
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset **2000 Census**
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing 9/30/07			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	24		
Extremely low income <=30% AMI	6	25%	
Very low income (>30% but <=50% AMI)	10	40%	
Low income (>50% but <80% AMI)	2	10%	
Families with children	2	10%	
Elderly families	4	15%	
Families with Disabilities	0	0%	
Race/ethnicity/white	16	70%	
Race/ethnicity/black	8	30%	
Race/ethnicity/hisp.	0	0%	
Race/ethnicity/other	0	0%	
1BR	10		
2 BR	5		
3 BR	6		
4 BR	3		
5 BR	0		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? NA			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes NA			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
The CHA has plans to seek the designation of a housing development for elderly and disabled persons. The strategies will be developed in the near future as new funding and housing development opportunities are identified.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
The CHA has plans to seek the designation of a housing development for elderly and disabled persons. The strategies will be developed in the near future as new funding and housing development opportunities are identified.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicity shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)
The CHA has not identified a fair housing problem and strives to remain in full compliance with all fair housing laws and initiatives

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	\$653,255.56	
b) Public Housing Capital Fund	\$435,174.00	
c) HOPE VI Revitalization	\$0.00	
d) HOPE VI Demolition	\$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$0.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$0.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$0.00	
Other Federal Grants (list below)	\$0.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2006 CFP	299,050.45	Capital Fund Program
FY 2005 CFP	0	Capital Fund Program
FY 2004 CFP	0	Capital Fund Program
FY 2003 CFP	0	Capital Fund Program
FY 2003 CFP 2 nd Increment	0	Capital Fund Program
FY 2002 CFP	0	Capital Fund Program
3. Public Housing Dwelling Rental Income		
	456,000.00	Operations
4. Other income (list below)		
Excessive Utilities	\$15,000.00	Operations
Investment Income	\$4,000.00	Operations
Other operating receipts	\$50,000.00	
5. Non-federal sources (list below)	\$0.00	
Total resources	\$1,912,480.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)

We verify as we receive applications.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment Not Applicable**

1. How many site-based waiting lists will the PHA operate in the coming year?0

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences:

- 1-Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2-Victims of domestic violence
- 2-Substandard housing

Other preferences (select all that apply)

- 1-Working families and those unable to work because of age or disability
- 1-Veterans and veterans' families
- 1-Residents who live and/or work in the jurisdiction
- 1-Those enrolled currently in educational, training, or upward mobility programs
- 1-Households that contribute to meeting income goals (broad range of incomes)

4. Relationship of preferences to income targeting requirements: **Not Applicable**

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

Component 3, (6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

B. Section 8 Not Applicable

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
☐ Other (describe below)

(2) Waiting List Organization

Not Applicable

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

(3) Search Time

Not Applicable

a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

Not Applicable

a. Income targeting

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs Not Applicable

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50 **\$50.00**

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☐ Yes for all developments
☐ Yes but only for some developments
☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
☒ Survey of rents listed in local newspaper
☒ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance Not Applicable

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent Not Applicable

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	296	40
Section 8 Vouchers	NA	NA
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)	NA	NA

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Admissions and Continued Occupancy Policy
- Blood Borne Diseases Policy
- Capitalization Policy
- Disposition Policy
- Drug-Free Workplace Policy
- Equal Housing Opportunity Policy
- Hazardous Material Policy
- Investment Policy
- Maintenance Policy
- Natural Disaster Response Guidelines
- Personnel Manual
- Pest Control Policy
- Procurement Policy
- Public Housing Grievance Procedure
- Public Housing Lease

(2) Section 8 Management: (list below) **Not Applicable**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance Not Applicable

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **See Attachment H**

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **See Attachment I**

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Oakwood
1b. Development (project) number: 46.6
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (10/01/06)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 50
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

(B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **All (5)**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **None**
- c. How many Assessments were conducted for the PHA's covered developments? **5**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description Not Applicable

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance**Not Applicable**

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: Not Applicable**a. Size of Program**

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency**1. Cooperative agreements:**

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Adult Education	10	PHA Adults	Creekside Community	Public Housing
Community United Youth Resource Center	40	PHA Youth	Creekside Community	Public Housing
Creekside Community Service Center	20	PHA Adults	Creekside/Southern Hills/ Oakwood	Public Housing
Northridge Community Center	20	PHA Youth/Adults	Northridge/Northridge Annex	Public Housing
Northridge Head Start Center	15	Area children	South Central Tennessee Head Start	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	NA	NA

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.

- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

46-2	Creeside Community
46-4	Northridge Community
46-6	Oakwood Community

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the prevention of crime- and/or drug-prevention activities
- ☒ Contract with Columbia Police Department for (2) Police sub-stations
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

- 46.2 Creekside Community
- 46.4/46.5 Northridge Community
- 46.6 Oakwood

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence) (2) Police Substations
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

- 46.2 Creekside 46.4/46.5 Northridge 46.6 Oakwood

D. Additional information as required by PHDEP/PHDEP Plan Not Applicable

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? **Not Applicable**
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan? **Not Applicable**

☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: **NA**)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment G

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☒ Other: (list below)

The PHA will undertake physical improvements/modernization activities as discussed in the Attachments of this Agency Plan to include leveraging available financial resources per HUD approval to significantly improve the CHA housing stock.

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☒ Provided below: General comments in support of the new housing management, resident initiatives, and proposed capital improvements listed in the PHA Plan
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
- List changes below:
- The PHA changed portions of the plan regarding Occupancy, Security, and Modernization improvements.
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process Not Applicable

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance

- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **State of Tennessee**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

ATTACHMENT A - DECONCENTRATION POLICY FOR THE COLUMBIA HOUSING AUTHORITY

1. DECONCENTRATION POLICY

- A. The objective of the Deconcentration Policy for the Columbia Housing Authority (CHA) is to achieve the goal that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development or census tract. The CHA will take actions as necessary to achieve the goal that no individual development has a concentration of higher income or lower income families. To ensure that the CHA does not concentrate families with higher or lower income levels in any one development, the CHA will track the status of family income, by development, on a monthly basis utilizing income reports generated by the CHA's computer system.
 - 1. The CHA will periodically compare the relative incomes of its developments to the relative incomes of the census tracts in which they are located. Where significant differences are identified, income targeting will be applied.

2. INCOME TARGETING

- A. To accomplish the deconcentration goals, the Columbia Housing Authority will take the following actions:
 - 1. At the beginning of each fiscal year the Columbia Housing Authority will establish a numerical goal for admission of families whose incomes are at or below 30 percent of the area median income. The target annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous PHA fiscal year.
 - 2. The CHA will limit the number of admissions to ensure that not less than 40 percent of admissions are families with incomes at or below 30 percent of the area median income.
 - 3. The CHA will skip families on the waiting list or skip developments to accomplish these goals.

The Columbia Housing Authority will not hold units vacant to accomplish these goals.

ATTACHMENT B: DEFINITION OF SUBSTANTIAL DEVIATION

PHA's definition of "Significant Amendment or Substantial Deviation" from its 5-Year and Annual Plans:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Addition of non-emergency work, items (items not included in the Annual Statement or 5-Year Action Plan) or a change in the use of replacement reserve funds under the Capital Fund.
3. Any change with regard to demolition or disposition, designation, or homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements.

ATTACHMENT C: MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

BOARD MEMBERS:

Lisa Fields, 220 Dyer Street, Columbia (TN046-01)
Bruce Buford, 111 Willow St., Columbia (TN046-02)
Delinda Graham, 1535 Ryan Place, Columbia (TN046-05)
Peggy Pye, 122 Paul Craft St., Columbia (TN046-06)

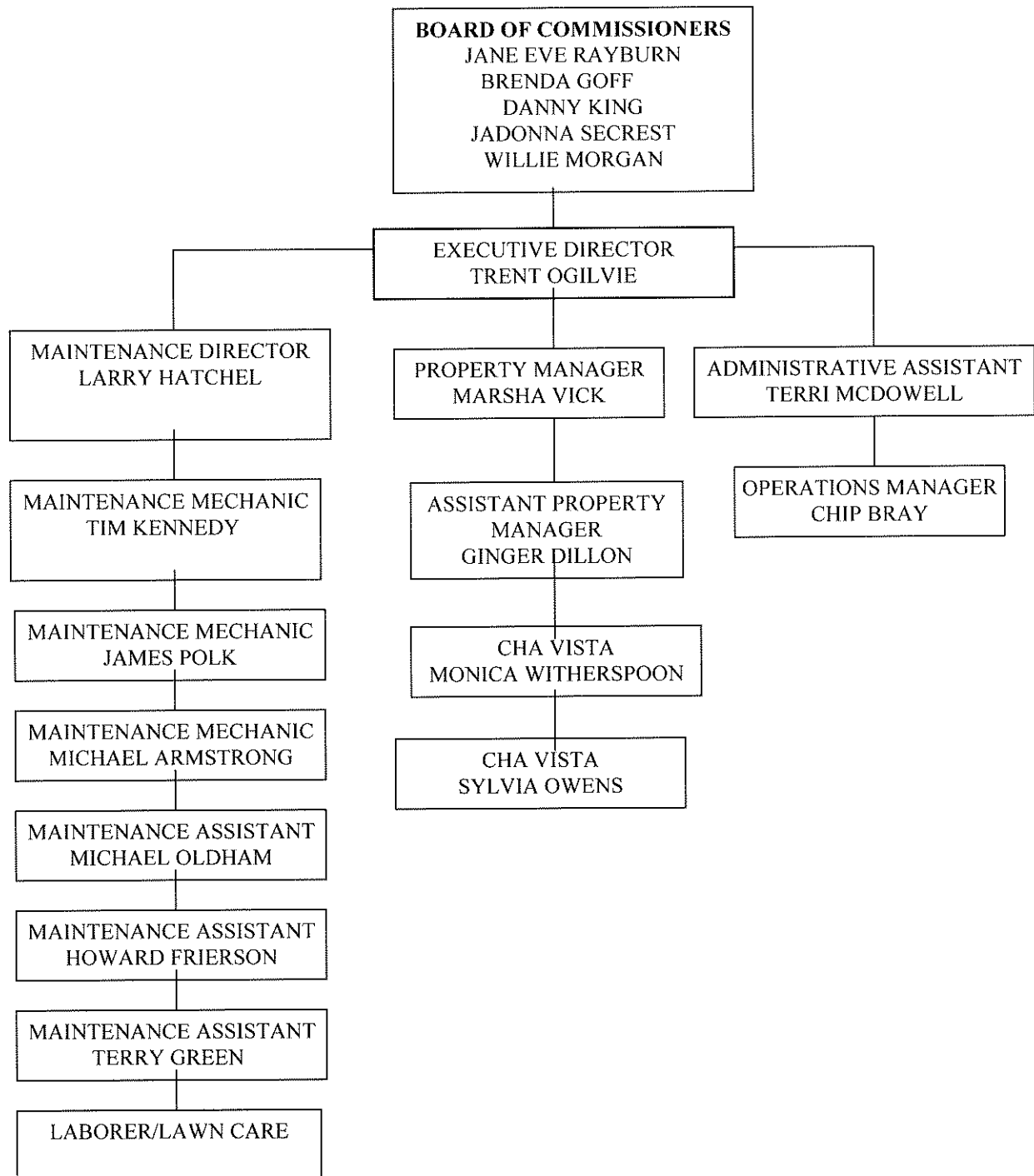
ATTACHMENT C-1: RESIDENT COMMENTS REGARDING THE ANNUAL PLAN

The residents are in support of the PHA Plan regarding the much needed improvements to their dwelling spaces. Many of the residents stressed the need to make their units more energy efficient through weatherization and other cost efficient measures. Also, comments were received regarding the desire for the units to have gutters and other improvements to the exterior building improvements (shutters, porches, columns, fascia, siding, soffits, gutters and misc.). The CHA involved children and youth in the planning session and they recommended new playground equipment and other programs to help make their neighborhood more enjoyable.

ATTACHMENT D: RESIDENT MEMBERSHIP OF THE PHA BOARD OF COMMISSIONERS

Resident Member: Ms. Brenda Goff
105 Barbara Dobbins Court
Columbia, TN 38401
Terms Dates: July 27, 2006 through July 1, 2011

ATTACHMENT E – ORGANIZATIONAL CHART



ATTACHMENT F – PROGRESS IN MEETING 5-YEAR PLAN MISSION AND GOALS

1. **Goal – Improve public housing management:** The Columbia Housing Authority continues to work towards improving the overall operations and management system. We have increased the frequency of unit inspections and modernization improvements. CHA staff attends, as many training programs related to public housing management and new housing initiatives. In fact, CHA has three administrative employees who have earned the PHM certification.
2. **Goal – Implement measures to promote income mixing and deconcentration by bringing higher income public housing households into lower income developments:** The CHA has revised its ACOP to promote deconcentration and income mixing. Also, CHA encourages unemployed residents to seek employment through job preparation courses and networking with local employment agencies.
3. **Goal – Implement public housing security improvements:** The CHA worked closely with the Columbia Police Department to set-up a daily communication interface between the two agencies and increase patrols in all developments. Through the Resident Council, CHA has initiated a neighborhood watch and clean community program. CHA communicates regularly with residents about preventive safety measures through monthly programs, newsletters, and other resources. The results of those efforts have been very rewarding to the safety and security of CHA residents. Currently, the CHA maintains two Columbia Police Department substations in the Creekside and Northridge Annex developments.
4. **Goal – Provide or attract supportive services to improve assistance recipients' employability:** The CHA continues to work with the Maury County Board of Education, local agencies, and churches in various education programs including; adult education, GED classes, summer reading programs, after-school tutorial programs, etc..
5. **Goal – Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:** The CHA continues to operate its public housing program to ensure equal access to all persons regardless of race, color, religion, national origin, sex, familial status, and disability.
6. **Goal – Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:** Our inspections, maintenance and modernization programs are spread equally among all of our developments.
7. **Goal – Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:** The CHA provides accessible units where needed by our residents. CHA is need of more resources to assist persons with disabilities such as an increase of handicapped accessible units and designation of a development for specifically for the elderly and disabled.

ATTACHMENT G: Lease Addendum to Allow for Pets

Lessee: _____ Account No. _____

Co-Lessee: _____ Pet Deposit _____

Names and Description of Pet: _____

I, _____, agree to the following rules and statement made in this Lease Addendum as set by the Columbia Housing Authority. When the Columbia Housing Authority refers to pets, that means that only dogs, cats, birds and fish are included. This Lease Addendum tells me what I am responsible for and what the Columbia Housing Authority is responsible for concerning my dog or cat.

Only one pet is allowed per family.

(a) Dog – 15 inches tall when full grown

(b) Cat – 10 inches tall when full grown

I agree to pay \$100.00 as a non-refundable pet deposit. I must pay this amount in full before I can have my pet in my apartment. The Columbia Housing Authority can use this money to pay for damages "beyond normal" wear and tear caused by my pet, or for any other damages to the Columbia Housing Authority property caused by my pet while I am a resident. I understand that this pet deposit is paid in addition to me required Security Deposit, and this amount must remain in my account during my tenancy as a resident or as long as I have a pet.

WHAT I MUST

1. I must provide the Columbia Housing Authority with all verification of my pet's inoculations each year at the annual reexamination time.
2. I must make sure my pet receives the medical care necessary for my pet to maintain good health.
3. I must have my dog on a leash and muzzle any time it is out of my own apartment. I must have my cat on a leash any time it is out of my own apartment.
4. I must not walk or exercise my pet anywhere in the building. I will exercise my pet only in the areas on the Columbia Housing Authority grounds that are marked exercise areas.
5. I must accept complete responsibility for any damages to property caused by my pet. This includes others residents' property as well as all Columbia Housing Authority property.
6. I will hold harmless the Columbia Housing Authority for any injuries or damages caused by my pet.

7. I must accept complete responsibility for the behavior and conduct of my pet at all times.
8. In the event of my pet's death. I must dispose of the remains according to local health regulations.

WHAT THE COLUMBIA HOUSING AUTHORITY WILL NOT DO

1. The Columbia Housing Authority will not be responsible for my pet at any time regardless of the circumstances.
2. The Columbia Housing Authority will not be responsible for any damages or injuries caused by my pet.
3. The Columbia Housing Authority will not permit my pet to become a nuisance to management or other residents.

WHAT THE COLUMBIA HOUSING AUTHORITY WILL DO

1. When it is necessary for the Columbia Housing Authority to spray for fleas and ticks or insects caused by my pet other than at the regular appointment time, the Columbia Housing Authority will charge me for the cost of spaying.
2. The Columbia Housing Authority will dispose of my pet in any way necessary, if at any time I leave my pet unattended or abandoned.
3. The Columbia Housing Authority will take appropriate actions if my pet is causing the living or working conditions in my building to be unsafe, unsanitary or indecent.
4. The Columbia Housing Authority will give me a Notice to Vacate and will end my lease if there are repeated or continuous problems with my pet.

DO I UNDERSTAND THIS LEASE ADDENDUM

By signing this Lease Addendum, I am saying that the Columbia Housing Authority has gone over it with me. I am also saying that I understand all of it. I understand that this is an agreement between me and the Housing Authority and that it is a legally binding contract between me and the Columbia Housing Authority.

We signed this Lease Addendum on _____, 20_____.

LESSEE

COLUMBIA HOUSING AUTHORITY

By: _____

ATTACHMENT H: Description of Implementation of Community Service Requirement

All residents of CHA are given a written description of the Community Service and Self-Sufficiency Policy, which details the specific requirements and the process for receiving an exemption from requirement.

This includes CHA's determination identifying the family members who are subject to the service requirement and the family members who qualify as an exempt person. The CHA will provide a form to any family members requesting an exemption from the service and will advise the member what documentation is required to support the exemption. The CHA will approve or deny the request for exemption within 30 days from receipt of a request that includes the required documentation. A family member may request an exemption status at any time.

CHA will provide a listing of qualified community service or self-sufficiency activities that will meet this requirement. The CHA will update this list quarterly to allow for greater access and information. Each nonexempt family member will be given a community service time sheet to track the monthly volunteer hours. A supervisor or manager from the organization that the community service or self-sufficiency activities were completed must sign and date each period of work. All persons who are required to fulfill the service requirement must provide signed time sheets on a weekly or monthly basis certifying to CHA that the family member has performed such qualifying activities.

The CHA must review family compliance with service requirements and verify such compliance annually at least thirty days before the end of the twelve-month lease term. The CHA must retain reasonable documentation of the resident's community service performance in specifically designated files.

If the CHA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation (non-compliant resident), the CHA must notify the resident of this determination.

If the resident or another family member has violated the community service requirement, CHA may not renew the lease upon expiration of the term as determined by the annual reexamination period. However, CHA will enter into an agreement with the Head of Household and the non-compliant member to make up the deficient hours over the next twelve-(12) months. If at the next reexamination, the family member is still not compliant, the lease will not be renewed and the entire family will have to vacate, unless the non-complaint member agrees to move out of the unit.

In implementing the community service requirement, CHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by CHA employees or replace a job at any location where residents perform activities to satisfy the service requirement.

Information about the community service requirement is presented to the resident upon execution of a lease agreement and during the annual reexamination period. The implementation of the community service requirements is consistent with the CHA Admission and Continued Occupancy Policy (ACOP) and CHA lease agreement.

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:
Summary

-ATTACHMENT I

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650108 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Summary by Development Account		Total Estimated Cost		Total Actual Cost
Line No.		Original	Revised	Obligated Expended
1	Total non-CFP Funds	0.00		
2	1406 Operations	50,000.00		
3	1408 Management Improvements	15,175.00		
4	1410 Administration	0.00		
5	1411 Audit	0.00		
6	1415 Liquidated Damages	0.00		
7	1430 Fees and Costs	35,000.00		
8	1440 Site Acquisition	0.00		
9	1450 Site Improvement	10,000.00		
10	1460 Dwelling Structures	300,000.00		
11	1465 Dwelling Equipment—Nonexpendable	2,500.00		
12	1470 Nondwelling Structures	10,000.00		
13	1475 Nondwelling Equipment	5,000.00		
14	1485 Demolition	0.00		
15	1490 Replacement Reserve	0.00		
16	1492 Moving to Work Demonstration	0.00		
17	1495 Relocation Costs	7,500.00		
18	1499 Development Activities	0.00		
19	1501 Collateralization or Debt Service	0.00		
20	1502 Contingency	0.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	435,175.00		
22	Amount of line 21 Related to LBP Activities	0.00		
23	Amount of line 21 Related to Section 504 compliance	0.00		
24	Amount of line 21 Related to Security – Soft Costs	0.00		
25	Amount of Line 21 Related to Security – Hard Costs	0.00		
26	Amount of line 21 Related to Energy Conservation	212,500.00		

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Columbia Housing Authority			Grant Type and Number Capital Fund Program Grant No: TN43P04650108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
				Original	Revised	
PHA Wide	Transfer of modernization to pay operating expenses	1406		50,000.00		
PHA Wide	Management Improvements	1408		15,175.00		
PHA Wide	Pay the cost of A/E preparation modernization plans and specifications	1430		20,000.00		
PHA Wide	Pay the cost of A/E inspection of modernization activities	1430		10,000.00		
PHA Wide	Clerk of the Works	1430		5,000.00		
PHA-Wide	Sidewalks/parking/landscaping	1450		10,000.00		
PHA-Wide	Force Account Labor	1460		20,000.00		
TN046-005	Interior painting	1460		5,000.00		
TN046-005	Install new HVAC	1460	40	200,000.00		
TN046-005	Upgrade electrical	1460	40	20,000.00		
TN046-005	Construct mechanical closet for heat equipment	1460	40	30,000.00		
PHA-Wide	Exterior Building Improvements	1460		25,000.00		
TN046-005	Resident relocation	1495	10	7,500.00		
PHA-Wide	Ranges and refrigerators	1465		2,500.00		
PHA-Wide	Recreation Equipment	1470		10,000.00		
PHA-Wide	Purchase Maintenance Tools	1475		5,000.00		

Annual Statement/Performance and Evaluation Report **Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:** **Summary**

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650107 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2007
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
		Original	Revised	Obligated Expended
1	Total non-CFP Funds	0.00		
2	1406 Operations	65,000.00		
3	1408 Management Improvements	22,000.00		
4	1410 Administration	0.00		
5	1411 Audit	0.00		
6	1415 Liquidated Damages	0.00		
7	1430 Fees and Costs	35,000.00		
8	1440 Site Acquisition	0.00		
9	1450 Site Improvement	20,000.00		
10	1460 Dwelling Structures	265,174.00		
11	1465 Dwelling Equipment—Nonexpendable	2,500.00		
12	1470 Nondwelling Structures	10,000.00		
13	1475 Nondwelling Equipment	5,000.00		
14	1485 Demolition	0.00		
15	1490 Replacement Reserve	0.00		
16	1492 Moving to Work Demonstration	0.00		
17	1495 Relocation Costs	10,500.00		
18	1499 Development Activities	0.00		
19	1501 Collateralization or Debt Service	0.00		
20	1502 Contingency	0.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	435,174.00		
22	Amount of line 21 Related to LBP Activities	0.00		
23	Amount of line 21 Related to Section 504 compliance	0.00		
24	Amount of line 21 Related to Security – Soft Costs	0.00		
25	Amount of Line 21 Related to Security – Hard Costs	0.00		
26	Amount of line 21 Related to Energy Conservation	212,500.00		

Annual Statement/Performance and Evaluation Report **Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHA Name: Columbia Housing Authority			Grant Type and Number Capital Fund Program Grant No: TN43P04650107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization to pay operating expenses	1406			65,000.00			
PHA Wide	Management Improvements	1408			22,000.00			
PHA Wide	Pay the cost of A/E preparation modernization plans and specifications	1430			20,000.00			
PHA Wide	Pay the cost of A/E inspection of modernization activities	1430			10,000.00			
PHA Wide	Clerk of the Works	1430			5,000.00			
PHA-Wide	Sidewalks/parking/landscaping/rec. equipment	1450			20,000.00			
PHA-Wide	Force Account Labor	1460			10,000.00			
TN046-004	Interior painting	1460			5,000.00			
TN046-004	Install new HVAC	1460	50		215,174.00			
TN046-004	Upgrade electrical	1460	50		50,000.00			
TN046-004	Resident relocation	1495	10		10,500.00			
PHA-Wide	Ranges and refrigerators	1465			2,500.00			
PHA-Wide	Recreation Equipment	1470			10,000.00			

Annual Statement/Performance and Evaluation Report **Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:** **Summary**

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650106 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Summary by Development Account		Total Estimated Cost		Total Actual Cost
Line No.		Original	Revised	Obligated
1	Total non-CFP Funds	0.00		
2	1406 Operations	86,478.00	86,478.00	86,478.00
3	1408 Management Improvements	0.00	12,775.00	12,775.00
4	1410 Administration	0.00		
5	1411 Audit	0.00		
6	1415 Liquidated Damages	0.00		
7	1430 Fees and Costs	26,000.00	26,000.00	26,000.00
8	1440 Site Acquisition	0.00		
9	1450 Site Improvement	15,000.00	15,000.00	15,000.00
10	1460 Dwelling Structures	285,000.00	285,000.00	285,000.00
11	1465 Dwelling Equipment—Nonexpendable	7,020.00	7,020.00	7,020.00
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment	12,892.00	12,892.00	12,892.00
14	1485 Demolition	0.00		
15	1490 Replacement Reserve	0.00		
16	1492 Moving to Work Demonstration	0.00		
17	1495.1 Relocation Costs	0.00	0.00	
18	1499 Development Activities	0.00		
19	1501 Collateralization or Debt Service	0.00		
20	1502 Contingency	0.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	432,390.00	445,165.00	445,165.00
22	Amount of line 21 Related to LBP Activities	0.00		
23	Amount of line 21 Related to Section 504 compliance	0.00		
24	Amount of line 21 Related to Security – Soft Costs	0.00		
25	Amount of Line 21 Related to Security – Hard Costs	0.00		
26	Amount of line 21 Related to Energy Conservation	216,200.00		

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended
PHA Wide	Transfer of modernization to pay operating expenses	1406		86,478.00	86,478.00	86,478.00	86,478.00
PHA Wide	Pay for computer software upgrades	1408		0	12,775.00	12,775.00	3,000.00
PHA Wide	Pay the cost of A/E preparation modernization plans and specifications	1430		14,000.00	14,000.00	14,000.00	8,000.00
PHA Wide	Pay the cost of A/E inspection of modernization activities	1430		7,000.00	7,000.00	7,000.00	7,000.00
PHA Wide	Clerk of the Works	1430		5,000.00	5,000.00	5,000.00	5,000.00
PHA-Wide	Sidewalks/parking/landscaping/rec. equipment	1450		15,000.00	15,000.00	15,000.00	15,000.00
PHA-Wide	Force Account Labor	1460		20,000.00	20,000.00	20,000.00	0.00
TN046-002	Roofing	1460		4,000.00	4,000.00	4,000.00	0.00
TN046-002	Install new HVAC	1460	40	200,000.00	200,000.00	200,000.00	0.00
TN046-002	Upgrade electrical	1460	40	40,000.00	40,000.00	40,000.00	0.00
TN046-002	Construct mechanical closet for heat equipment	1460	10	10,000.00	10,000.00	10,000.00	0.00
TN046-002	Interior wall/ceiling painting	1460		5,000.00	5,000.00	5,000.00	0.00
TN046-002	Resident relocation	1495.1		11,412.00	0.00	0.00	0.00
PHA-Wide	Ranges and refrigerators	1465		2,500.00	7,020.00	7,020.00	7,020.00
PHA-Wide	Exterior Building Improvements	1460		7,000.00	7,000.00	7,000.00	7,000.00
PHA-Wide	Purchase tools and equipment for Maintenance Department	1475		5,000.00	12,892.00	12,892.00	12,892.00

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:

Summary

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650105 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report				
Line No.		Summary by Development Account	Total Estimated Cost	Total Actual Cost
			Original	Revised
			Obligated	Expended
1	Total non-CFP Funds	0.00		
2	1406 Operations	75,592.00	75,592.00	75,592.00
3	1408 Management Improvements	0.00		
4	1410 Administration	0.00		
5	1411 Audit	0.00		
6	1415 Liquidated Damages	0.00		
7	1430 Fees and Costs	44,500.00	39,276.09	39,276.09
8	1440 Site Acquisition	0.00		
9	1450 Site Improvement	15,000.00	20,223.91	20,223.91
10	1460 Dwelling Structures	295,800.00	295,800.00	295,800.00
11	1465 Dwelling Equipment—Nonexpendable	2,500.00	7,500.00	7,500.00
12	1470 Nondwelling Structures	3,540.00	3,540.00	3,540.00
13	1475 Nondwelling Equipment	2,000.00	13,800.00	13,800.00
14	1485 Demolition	0.00		
15	1490 Replacement Reserve	0.00		
16	1492 Moving to Work Demonstration	0.00		
17	1495.1 Relocation Costs	16,800.00	0	
18	1499 Development Activities	0.00		
19	1501 Collateralization or Debt Service	0.00		
20	1502 Contingency	0.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	455,732.00	455,732.00	455,732.00
22	Amount of line 21 Related to LBP Activities	0.00		
23	Amount of line 21 Related to Section 504 compliance	0.00		
24	Amount of line 21 Related to Security – Soft Costs	0.00		
25	Amount of Line 21 Related to Security – Hard Costs	0.00		
26	Amount of line 21 Related to Energy Conservation	212,500.00		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Columbia Housing Authority			Grant Type and Number Capital Fund Program Grant No: TN43P04650105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization to pay operating expenses	1406		75,592.00	75,592.00	75,592.00	75,592.00	100%
PHA Wide	Pay the cost of A/E preparation modernization plans and specifications	1430		18,000.00	39,276.09	39,276.09	39,276.09	100%
PHA-Wide	Sidewalks/parking/landscaping	1450		15,000.00	20,223.91	20,223.91	20,223.91	100%
TN046-001	Interior painting	1460		3,000.00	3,000.00	3,000.00	3,000.00	100%
TN046-002	Install new HVAC	1460	42	210,000.00	210,000.00	210,000.00	210,000.00	100%
TN046-002	Upgrade electrical	1460	42	42,000.00	42,000.00	42,000.00	42,000.00	100%
TN046-002	Construct mechanical closet for heat equipment	1460	42	22,800.00	22,800.00	22,800.00	22,800.00	100%
TN046-002	Interior wall/ceiling painting	1460		18,000.00	18,000.00	18,000.00	18,000.00	100%
TN046-002	Resident relocation	1495	42	19,200.00	0	0	0	100%
PHA-Wide	Ranges and refrigerators	1465		2,500.00	7,500.00	7,500.00	7,500.00	100%
PHA-Wide	Non-Dwelling Structures-Recreation Equipment	1470		3,540.00	3,540.00	3,540.00	3,540.00	100%
PHA-Wide	Purchase tools and equipment for Maintenance Department	1475		2,000.00	13,800.00	2,000.00	2,000.00	100%

Annual Statement/Performance and Evaluation Report **Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:**

Summary

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650104 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.		Summary by Development Account		Total Estimated Cost	Total Actual Cost
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00		0.00	0.00
2	1406 Operations	53,392.00	73,392.00	73,392.00	73,392.00
3	1408 Management Improvements	20,000.00	0.00	0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	55,300.10	55,300.10	55,300.10	55,300.10
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	10,000.00	10,000.00	10,000.00	10,000.00
10	1460 Dwelling Structures	300,000.00	299,625.04	299,625.04	299,625.04
11	1465 Dwelling Equipment—Nonexpendable	2,500.00	6,874.86	6,874.86	6,874.86
12	1470 Nondwelling Structures	0.00		0.00	0.00
13	1475 Nondwelling Equipment	1,000.00	1,000.00	1,000.00	1,000.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	4,000.00	0	0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	446,192.00	446,192.00	446,192.00	446,192.00
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00		0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00		0.00	0.00
26	Amount of line 21 Related to Energy Conservation	200,000.00		0.00	0.00

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Columbia Housing Authority			Grant Type and Number Capital Fund Program Grant No: TN43P04650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization to pay operating expenses	1406		73,392.00		73,392.00	73,392.00	100%
	Pay the cost of A/E preparation modernization plans and specifications	1430		16,800.00		16,800.00	16,800.00	100%
	Pay the cost of A/E inspection of modernization activities	1430		13,500.00		13,500.00	13,500.00	100%
	Clerk of the Works	1430		8,000.00		8,000.00	8,000.00	100%
	Agency Plan consultant services	1430		6,500.00		6,500.00	6,500.00	100%
	Energy Audit consultant services	1430		5,000.00		0.00	0.00	
	Utility Allowance consultant services	1430		5,500.00		0.00	0.00	
PHA-Wide	Sidewalks/parking/landscaping	1450		10,000.00		0.00	0.00	
TN046-001	Interior painting	1460		7,500.00		7,500.00	7,500.00	100%
TN046-001	Install new closet doors	1460		46,000.00		0.00	0.00	
PHA-Wide	Roofing	1460		4,500.00		4,500.00	4,500.00	100%
PHA-Wide	Railings	1460		2,000.00		2,000.00	2,000.00	100%
TN046-001	Install new HVAC	1460	40	200,000.00		200,000.00	200,000.00	100%
TN046-001	Upgrade electrical	1460	40	40,000.00		40,000.00	40,000.00	100%
PHA-Wide	Ranges and refrigerators	1465		2,500.00	6,874.86	6,874.86	6,874.86	100%
PHA-Wide	Purchase tools and equipment for Maintenance Department	1475		1,000.00		1,000.00	1,000.00	100%
TN046-001	Resident relocation	1495.1		4,000.00		0.00	0.00	100%

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:
Summary**

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650103 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Summary by Development Account		Total Estimated Cost		Total Actual Cost	
Line No.		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	.00		0.00	0.00
2	1406 Operations	56,000.00	74,960.00	74,960.00	74,960.00
3	1408 Management Improvements	20,000.00	25,697.00	25,697.00	25,697.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	20,000.00	62,703.00	62,703.00	62,703.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	2,000.00	7,800.00	7,800.00	7,800.00
10	1460 Dwelling Structures	230,000.00	129,961.00	129,961.00	129,961.00
11	1465.1 Dwelling Equipment—Nonexpendable	3,300.00	21,206.00	21,206.00	21,206.00
12	1470 Nondwelling Structures	40,000.00	7,718.00	7,718.00	7,718.00
13	1475 Nondwelling Equipment	10,000.00	51,255.00	51,255.00	51,255.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	381,300.00	381,300.00	381,300.00	381,300.00
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00		0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00		0.00	0.00
26	Amount of line 21 Related to Energy Conservation	230,000.00			

Annual Statement/Performance and Evaluation Report **Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHA Name: Columbia Housing Authority			Grant Type and Number Capital Fund Program Grant No: TN43P04650103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised	Funds Obligated	Funds Expended
PHA Wide	Transfer of modernization to pay operating expenses	1406		56,000.00	74,960.00	74,960.00	74,960.00
	Pay the cost of staff for monitoring vacancies/unit turnover	1408		20,000.00	25,697.00	25,697.00	25,697.00
	Pay the cost of A/E Fees	1430		20,000.00	28,203.00	28,203.00	28,203.00
	Clerk of the Works	1430		-	34,500.00	34,500.00	34,500.00
	Landscaping/Paving	1450		2,000.00	7,800.00	7,800.00	7,800.00
PHA-Wide	Modernization Improvements	1460		230,000.00	129,961.00	129,961.00	129,961.00
PHA-Wide	Renovate Office	1470		40,000.00	7,718.00	7,718.00	7,718.00
PHA-Wide	Lawn Mower/Shed/Backhoe	1475		10,000.00	51,255.00	51,255.00	51,255.00
PHA-Wide	Ranges/refrigerators	1465		3,300.00	21,206.00	21,206.00	21,206.00

Annual Statement/Performance and Evaluation Report **Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:** **Summary**

PHA Name: Columbia Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P04650203 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report				
Summary by Development Account		Total Estimated Cost		Total Actual Cost
Line No.		Original	Revised	Obligated Expended
1	Total non-CFP Funds			
2	1406 Operations	16,000.00	16,000.00	16,000.00
3	1408 Management Improvements			
4	1410 Administration			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	10,000.00	14,342.00	14,342.00
8	1440 Site Acquisition			
9	1450 Site Improvement	10,000.00	10,570.00	10,570.00
10	1460 Dwelling Structures	20,000.00	18,826.00	18,826.00
11	1465.1 Dwelling Equipment—Nonexpendable	5,000.00	-	
12	1470 Nondwelling Structures	5,000.00	405.00	405.00
13	1475 Nondwelling Equipment	14,535.00	20,392.00	20,392.00
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1499 Development Activities			
19	1501 Collateralization or Debt Service			
20	1502 Contingency			
21	Amount of Annual Grant: (sum of lines 2 – 20)	80,535.00	80,535.00	80,535.00
22	Amount of line 21 Related to LBP Activities			
23	Amount of line 21 Related to Section 504 compliance			
24	Amount of line 21 Related to Security – Soft Costs			
25	Amount of Line 21 Related to Security – Hard Costs			
26	Amount of line 21 Related to Energy Conservation	20,133.75		

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Columbia Housing Authority			Grant Type and Number Capital Fund Program Grant No: TN43P04650203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE		1406		16,000.00	16,000.00	16,000.00	16,000.00	100%
PHA-WIDE	Transfer of modernization to pay operating expenses	1430		10,000.00	14,342.00	14,342.00	14,342.00	100%
PHA-WIDE	Pay the cost of consultant inspection of modernization activities/A&E cost	1450		10,000.00	10,570.00	10,570.00	10,570.00	100%
PHA-WIDE	Site Improvements	1460		10,000.00	10,000.00	10,000.00	10,000.00	100%
PHA-WIDE	Roofs and related work	1460		10,000.00	8,862.00	8,862.00	8,862.00	100%
PHA-WIDE	Replace porch light fixtures	1465		5,000	-	-	-	
PHA-WIDE	Stoves/Refrigerators	1470		5,000.00	405.00	405.00	405.00	100%
PHA-WIDE	Maintenance Building	1475		14,535.00	20,392.00	20,392.00	20,392.00	100%
PHA-WIDE	Purchase tools, truck and equipment for Maintenance Department							

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Attachment I

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Columbia Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1 2008	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
	Annual Statement				
PHA Wide	172,875.00	95,000.00	200,630.00	435,175.00	217,890.00
TN046-001		0.00	0.00	0.00	217,285.00
TN046-002		0.00	0.00	0.00	0.00
TN046-004		0.00	0.00	0.00	0.00
TN046-005	262,500.00	0.00	0.00	0.00	0.00
TN046-006		340,175.00	234,545.00	0.00	0.00
CFP Funds Listed for 5-year planning	\$435,175.00	\$435,175.00	\$435,175.00	\$435,175.00	\$435,175.00
Replacement Housing Factor Funds		NA	NA	NA	NA

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities

[illegible]

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities

Part II: Supporting Pages - Work Activities			Activities for Year: <u>4</u> FFY Grant: 2011 PHA FY: 2011			Activities for Year: <u>5</u> FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost			
PHA Wide	Transfer of modernization funds to pay operating expenses	21,630.00	PHA Wide	Transfer of modernization funds to pay operating expenses	21,630.00			
PHA Wide	Pay the cost of A/E preparation modernization plans and specs	20,000.00	PHA Wide	Pay the cost of A/E preparation modernization plans and specs	20,000.00			
PHA Wide	Pay the cost of AE inspection of modernization activities	14,000.00	PHA Wide	Pay the cost of AE inspection of modernization activities	14,000.00			
PHA Wide	Water/Sewer Line Replacement	164,500.00	TN046-001	Site Improvements	37,285.00			
PHA Wide	Site improvements/landscaping/drainage	30,000.00	TN046-001	Interior Modernization	130,000.00			
PHA Wide	Exterior building improvements (shutters, porches, columns, fascia, siding, soffits, gutters and misc.)	40,045.00	TN046-001	Water and sewer line replacement	50,000.00			
PHA-Wide	Debt Service	145,000.00	PHA Wide	Exterior building improvements (shutters, columns, porches, fascia, soffits, gutters and misc.)	17,260.00			
			PHA-Wide	Debt Service	145,000.00			

COLUMBIA HOUSING AUTHORITY VIOLENCE AGAINST WOMEN ACT POLICY

BACKGROUND

The Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) provides protection for tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on such acts of violence against them.

In general, the law provides, in part, that criminal activity directly relating to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household, or any guest or other persons under the tenant's control, shall not be cause for termination of assistance, tenancy or occupancy rights of the tenant or immediate family member of the tenant's family if the victim or threatened victim of the abuse. The law provides that an incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence, and will not be "good cause" for termination of assistance, tenancy, or occupancy rights of a victim of such violence.

Furthermore, the law allows a PHA to "bifurcate" a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.

The VAWA also allows PHAs to request an individual to certify that the individual is a victim of abuse and that the incidences of abuse are bona fide. The certification must include the name of the perpetrator, and any other statutorily required information. The victim must provide the certification within 14 business days after the individual receives a request for such a certification from the PHA.

DEFINITIONS

The following definitions were incorporated into the United States Housing Act and apply to this policy:

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabitating with, or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the

is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship; 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

Stalking: To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to 1) that person; 2) a member of the immediate family of that person, or 3) the spouse or intimate partner of that person.

Immediate Family Member: A spouse, parent, brother or sister, or child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or any other person living in the household of that person and related to that person by blood or marriage.

POLICY

The following policy amends the *Admissions and Occupancy Policy (ACOP)* and the Apartment Lease by reference. Appropriate language will be added to the ACOP and Apartment lease at the next revision dates of each.

A copy of this policy is available at the main office of the housing authority. A copy will be made available on request.

Admissions and Occupancy and Termination of Assistance

Being a victim of domestic violence, dating violence, or stalking, will not be considered by the Columbia Housing Authority to be a basis for denial of assistance, or admission to public housing if the application otherwise qualifies for assistance or admission.

Incidents or threats of abuse will not be construed by the Columbia HA as serious or repeated violations of the lease or other "good cause" for termination of the assistance, tenancy, or occupancy rights of a victim of abuse.

Criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy or occupancy rights if the tenant or an immediate family member of the tenant's family is the victim or threatened victim of the abuse.

Rights of the Columbia Housing Authority

The Columbia HA may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant, and such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by federal, state and local law for the termination of leases, or assistance under HUD's Public Housing Program.

Certification of Abuse and Confidentiality

The Columbia HA will require that an individual certify that he/she is a victim of abuse and that the incidences of abuse are bonafide. The certification must include the name of the perpetrator, and any other statutorily required information. The victim must provide the certification to the PHA within 14 business days after the individual receives a request from the PHA. The individual may utilize the attached *Form HUD 50066, Certification of Domestic Violence, Dating Violence, or Stalking* to certify the abuse to the Columbia HA. In lieu of Form HUD 50066, the individual may provide the Columbia HA with documentation signed by an employee, agent, volunteer of a victim service provider, an attorney, or a medical profession from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking, or the affects of the abuse, in which the professional attests (under penalty or perjury (28 U.S.C. 1746) to the professionals believe that the incident or incidents in question are bonafide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation. In cases where the individual does not submit the required certification, the PHA may terminate assistance.

Notification to Residents

The PHA will provide notice to all residents and applicants of their rights under Section 6 of the United States Housing Act of 1937 as amended by the Violence Against Women Act of 2005. These rights include the residents' right to confidentiality and the limits thereof, the availability of Form HUD 50066, and that the resident may not be evicted solely on the basis that they are a victim of domestic violence. A sample notice is included with this policy.

Confidentiality

All information provided to the Columbia HA relating to the incident(s) of domestic violence, including the fact that the individual is a victim of domestic violence, dating violence, or stalking will be retained in confidence by the Columbia HA and will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is (a) requested or consented by the individual in writing; (b) required for use in an eviction proceeding or termination of assistance; or, (c) otherwise required by applicable law.

COLUMBIA HOUSING AUTHORITY

NOTICE TO RESIDENTS AND APPLICANTS REGARDING RIGHTS UNDER THE VIOLENCE AGAINST WOMEN ACT

The Violence Against Women Act of 2005 (VAWA) protects victims of domestic violence, dating violence and stalking. These changes affect all persons assisted under the Public Housing and Section 8 Program.

Individuals may not be denied housing assistance, terminated from Public Housing or evicted for being the victim of domestic violence, dating violence or stalking. However, the VAWA provides certain limitations and clarifications concerning your rights. In particular, you should know that nothing contained in VAWA:

1. Prevents the Housing Authority from terminating tenancy and evicting for any violation of a lease that is not based on a matter involving domestic violence, dating violence, or stalking for which VAWA provides protections as described above. However, the Columbia HA may not in such cases apply any stricter standard to you than to other tenants.
2. Prevents the PHA from terminating tenancy and evicting where the housing authority can demonstrate "an actual and imminent threat to other tenants or those employed at or providing service to the property." Where such a threat can be demonstrated by the Columbia HA, you will not be protected from eviction by VAWA.
3. Limits the ability of the Columbia HA to comply with court orders addressing rights of access to or control of the property. This includes civil protection orders entered for the protection of the victim or relating to the distribution or possession of property.
4. Supersedes any federal, state or local law that provides greater protections than VAWA.

VAWA also creates a new authority under federal law that allows a housing authority to evict, remove, or terminate assistance to any individual tenant or lawful occupant of public housing who engages in criminal acts of physical violence against family members or others. This may be done without evicting or taking any other action adverse to the other occupants.

If you believe that you qualify for protection under VAWA, please notify the PHA. You will be asked to provide proof of your situation by filling out Form HUD 50066 and/or providing a copy of an order of protection, police or court report or a signed document from a victim service provider, medical provider or attorney who has provided a service related to the violence. You must submit this information within 14 business days of the PHA's request for it. Protections may not apply if the documentation is provided after 14 days. Form HUD 50066 will be provided at the office.

The Columbia Housing Authority will make every effort to correspond with victims in a way that will not put them at greater risk. The Columbia HA may request that applicants or residents requesting VAWA protection come to the office to submit information. All information will be kept confidential by the Columbia Housing Authority and will not be shared or disclosed by the Housing Authority without your consent except as noted in the Confidentiality clause of the VAWA Policy.

You may obtain a copy of the PHA's written policy concerning domestic violence, dating violence, and stalking from the HA's main office. Please note that the written policy contains, among other things, definitions of the terms "domestic violence", "dating violence", "stalking", and "immediate family".

Other resources that may be of assistance include the National Domestic Violence Hotline (1-800-799-SAFE), and the National Domestic Violence Hotline website <http://www.ndvh.org>.

**CERTIFICATION OF DOMESTIC
VIOLENCE, DATING VIOLENCE,
OR STALKING**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0249
Exp. (05/31/2007)

Public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. Information provided is to be used by PHAs and Section 8 owners or managers to request a tenant to certify that the individual is a victim of domestic violence, dating violence or stalking. The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Purpose of Form: The Violence Against Women and Justice Department Reauthorization Act of 2005 protects qualified tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them.

Use of Form: A family member must complete and submit this certification, or the information that may be provided in lieu of the certification, within 14 business days of receiving the written request for this certification by the PHA, owner or manager. The certification or alternate documentation must be returned to the person and address specified in the written request for the certification. If the family member has not provided the requested certification or the information that may be provided in lieu of the certification by the 14th business day or any extension of the date provided by the PHA, manager and owner, none of the protections afforded to victims of domestic violence, dating violence or stalking (collectively "domestic violence") under the Section 8 or public housing programs apply.

Note that a family member may provide, in lieu of this certification (or in addition to it):

- (1) A Federal, State, tribal, territorial, or local police or court record; or
- (2) Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.

TO BE COMPLETED BY THE VICTIM OF DOMESTIC VIOLENCE:

Date Written Request Received By Family Member: _____

Name of the Victim of Domestic Violence: _____

Name(s) of other family members listed on the lease _____

Name of the abuser: _____

Relationship to Victim: _____

Date the incident of domestic violence occurred: _____

Time: _____

Location of Incident: _____

Name of victim: _____

Description of Incident:

[INSERT TEXT LINES HERE]

I hereby certify that the information that I have provided is true and correct and I believe that, based on the information I have provided, that I am a victim of domestic violence, dating violence or stalking and that the incident(s) in question are bona fide incidents of such actual or threatened abuse. I acknowledge that submission of false information relating to program eligibility is a basis for termination of assistance or eviction.

Signature _____ Executed on (Date) _____

All information provided to a PHA, owner or manager relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence by an owner and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law.

COLUMBIA HOUSING AUTHORITY

**201 Dyer Street
Columbia, Tennessee 38401**

Request for Extension of Compliance with Management Fees through 2011

In accordance with PIH Notice 2007-9 regarding Financial Management and reporting Requirements for Public Housing Agencies under the New Operating Formula Rule we are hereby requesting an extension of the requirement to comply with the Management Fee limitations through 2011.

As shown below, our current projected revenue for the Central Office cost Center for FY 2008 is \$255,000. Our current projected expenses for FY 2008 are \$260,000.00. This leaves us with a negative cash flow of (\$5,000.00) for the year. Therefore, the Columbia Housing Authority is requesting that our allowable PUM management fee be increased to \$55.70 from the HUD established fee for Nashville, Tennessee of \$41.79.

Revenue

Public Housing Management Fees	\$148,000
Public Housing Bookkeeping Fees	27,000
Public Housing Asset Management Fee	35,500
Capital Fund Administrative Fee	<u>44,000</u>
Total Revenue	\$255,000

Expenses

Salaries & Fringe Benefits	\$170,000
Legal	10,000
Training & Travel	10,000
Audit Cost	9,000
Computer Operations	8,000
Office Expenses	12,000
Agency Plan	6,000
Management Assist	10,000
Insurance	5,000
Utilities	5,000
Administrative Other	<u>15,000</u>
Total Expenses	\$260,000

Net Cash Flow **(\$5,000)**

The Columbia Housing Authority intends to establish a program to track our various expenses and reduce our operating cost between now and FY 2011 to achieve a level of expenses consistent with our projected cash flow. This will require a reduction in operating expenses of approximately 2% per year for the next four years.

Attachment L

Certifications and Supporting Documentation

The following certifications are enclosed in this section of the 2008 Agency Plan:

- Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- Standard PHA Plan – PHA Certification of Compliance
- Certification for a Drug-Free Workplace
- Certification of Payments to Influence Federal Transactions
- Disclosure of Lobbying Activities

**Certification by State or Local Official of PHA Plans Consistency
with the Consolidated Plan**

I, Terri Jaynes the Planning Coordinator certify
that the Five Year and Annual PHA Plan of the Columbia Housing Authority is
consistent with the Consolidated Plan of State of Tennessee prepared
pursuant to 24 CFR Part 91.

This project is consistent with the state of Tennessee Consolidated Plan because it does not
contain any provision for demolition of viable units or conversion of larger bedroom units to smaller
ones. In the event such provisions are requested a separate certification of consistency is
required.

Terri Jaynes 9/17/07
Signed / Dated by Appropriate State or Local Official

Standard PHA Plan PHA Certifications of Compliance

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard Annual, ☒ standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2008, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Columbia Housing Authority TN046
 PHA Name PHA Number/HA Code

☒ Standard PHA Plan for Fiscal Year: 20__

☒ Standard Five-Year PHA Plan for Fiscal Years 2008 - 2012, including Annual Plan for FY 2008

☐ Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
<u>Danny King</u>	<u>Vice-Chairperson</u>
Signature	Date
<u>X</u> <u>Danny King</u>	<u>9/21/07</u>

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name
Columbia Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing/ Operating & Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
Trent Ogilvie

Title
Executive Director

Signature

Date

X

Trent Ogilvie

9/20/07

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Columbia Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing/Operating and Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Executive Director

Signature

Date (mm/dd/yyyy)

09/21/2007

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 8th			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: U.S. Department of Housing and Urban Development			7. Federal Program Name/Description: Public Housing CFDA Number, if applicable: _____		
8. Federal Action Number, if known: TN046-001-07D			9. Award Amount, if known: \$ 485,501		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): none			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): none		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Trent Ogilvie</u> Print Name: <u>Trent Ogilvie</u> Title: <u>Executive Director</u> Telephone No.: <u>931-388-5203</u> Date: <u>9/21/07</u>		
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